

OFFICE OF FINANCE NOTICE NO. 9 - 75

SUBJECT : Developmental Profile for the MF Career Subgroup

1. GENERAL

This Notice establishes a Developmental Profile for members of the MF Career Subgroup which is a tool to guide career development action.

2. PURPOSE

The purpose of the attached Developmental Profile is to identify certain training courses, or core courses, for certain functional assignments and grade levels. This Profile is not designed as a rigid prescription for uniform training and experience among all members of the career subgroup. Not all MF careerists will or should be expected to progress exactly as the Profile specifies. Rather it constitutes a broad plan or program which may be changed as necessary to meet the requirements of the MF Career Subgroup.

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Thomas B. Yale
Director of Finance

Attachment
Developmental Profile

DEVELOPMENTAL PROFILE

MF CAREER SUBGROUP - DDA

GS 07 - 09		GS 09 - 11		GS 12 - 13		GS 14 - 15	
Training	Assignment	Training	Assignment	Training	Assignment	Training	Assignment
IWA	Within Office of Finance	Fundamentals of Supervision & Mgmt	Dep Ch/Ch of Branch/ Office of Finance	Effective Briefing & Writing	Branch Chief/ Office of Finance	Advanced Intelligence Seminar	Division Chief/ Deputy Chief
Effective Writing		ISFM		ISFM		Mgmt Seminar	
Managerial Grid	Area B&F Office	Admin Rev: Trends & Highlights	Area B&F Office	Midcareer	Area B&F-Dep Chief/Chief	CIA Sr. Seminar	Area B&F- Chief
Field Admin		FT Language Training	First Line Supervisor	Admin Rev: Trends & Highlights		CIA: Today & Tomorrow	
FMTP		EEO For Supervisors	Jr. Auditor/ CSAD	FT Language Training	Auditor/ CSAD	MBO Workshop	Branch Chief/ CSAD
PT Academic	Field Assignment as Jr. Finance Officer	PT Academic	Field Assignment as Finance Officer	Project Officer in the Contract Cycle	Field Assignment as Sole Finance Officer or Ch/Finance	External Mgmt Training	Field Assignment as Sr. Finance Officer
	Finance Trainee GSF-07	Effective Writing		CIA: Today & Tomorrow		EEO for Supervisors	
				PT Academic			

IWA = Intelligence in World Affairs
 FMTP = Financial Management Training Program
 ISFM = Information Science for Financial Management